



MEDINA, WASHINGTON

AGENDA BILL

Monday July 28th, 2025

Subject: Business License Discussion

Category: City Business

Staff Contact(s): Ryan Wagner, Finance & HR Director, Jennifer Robertson, City Attorney

Summary

The purpose of this City Business Item is to provide the Council with an updated timeline for Business Licensing, followed by feedback and discussion on the updated draft ordinance.

What is New

- The Business License packet now includes a cost analysis
- The changes to the draft ordinance are highlighted in purple

The Finance Director and the City Attorney will be available to answer any questions.

Background

- During the first July meeting, Eric Jones from the Department of Revenue gave a presentation and answered questions on Business Licenses and their potential benefit to the city. At the second July meeting, Finance Director Ryan Wagner led a preliminary discussion with Council and was directed to bring back refined templates for discussion.
- During the September 23rd meeting, the Council voted to go forward with implementing Business Licenses.
- On March 10th, the Council delegated the preparation of the Business License requirements to the Finance Committee.
- On May 27th, Council and staff engaged in a study session to work through the remaining action items, and to provide feedback for the drafting of the ordinance.
- On June 23rd, the draft ordinance was brought to the Council for discussion and feedback.
- There will be a public hearing on Business Licenses in September, with possible action.

These proposed Ordinances meet and support Council's priorities 1,3, and 4.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. Efficient and Effective Government
4. Public Safety and Health
5. Neighborhood Character and Community Building

Budget/Fiscal Impact: Budget Discussion, Staff Time Only for Business Licenses

Recommendation: Discussion item only.

City Manager Approval: 

Proposed Council Motions: N/A

Time Estimate: 15 minutes